

Wildlife Program Assistant (volunteer)

Reporting into: Program supervisor Wildlife Internship & Marketing Operations Consultant

Location: Rescate Wildlife Rescue Centre, province of Alajuela, Costa Rica.

The Role

We are looking for a volunteer team member to take on a new role within the organisation. The successful candidate will split their time between supporting the existing Wildlife Internship program and the digital marketing team.

Day-to-day responsibilities will include:

Intern support (25h)

- Supporting the intern manager with the daily wildlife intern routine within the sanctuary (design, build and implementation of enrichment for all animals. Enclosure cleaning and maintenance. Data collection. Animal feeding)
- Conducting intern introductions and site orientation.
- Identifying intern education and training opportunities within Rescate Wildlife Rescue Center.
- Sharing knowledge and skills in order to enhance the experience and professional development of all interns.
- Co-ordinating intern tasks with the intern manager, rehabilitation staff and sanctuary staff.
- Liaising with the intern manager to schedule weekly activities and responsibilities for interns.
- Managing the food, supplies and day to day running of the intern house.

Marketing support (15h)

- The shooting and editing of videos and images for use by partners and our social media marketing team
- Maintaining a comprehensive image and video library on Google Drive
- Keeping up-to-date performance records for our own and third-party animal adoption schemes
- Uploading video content to a 3rd party partner platform (via YouTube)
- General marketing campaign support

Who are we?

Rescate Wildlife Rescue Center is a registered non-profit wildlife rehabilitation facility founded in 1989 and located on 34 acres of natural tropical forest in the province of Alajuela, Costa Rica.

Our mission is to protect and restore the country's biodiversity through wildlife rehabilitation, endangered species breeding, habitat preservation and the provision of lifetime care for non-releasable animals.

There are three main centers at Rescate's facility in Alajuela:

1. A state-of-the-art [Wildlife Rehabilitation Center](#)
2. An Endangered Wildlife Breeding Center
3. [A Lifetime Animal Sanctuary](#) with more than 125 species of animals.

Almost 3,000 wild animals are admitted to Rescate on an annual basis including sloths, jaguars, monkeys, tapirs, pumas and coyotes as well as a wide variety of birds, small mammals and reptiles.

Roughly 800 of the birds, mammals, and reptiles that have been rescued cannot be released due to health or behavioural reasons. Non-releasable endangered species are maintained in the Endangered Wildlife Reproduction Center, where they have an opportunity to contribute to the survival of their species through successful breeding and release of off-spring. Non-releasable wildlife of more common species are provided with lifetime care in the sanctuary.

Who are you?

You will be an outgoing person with good communication and planning skills who is keen to develop your experience in the field of volunteer program coordination and general marketing. You will have a high level of competency with both spoken English and Spanish, ideally have some experience in managing volunteers, interns or leading a team and you will have an interest in conservation and animal welfare. Applicants must be willing to work in Costa Rica and commit to a minimum of 12 weeks in this role.

The things we are looking for:

- Experience – demonstrate previous experience in managing the workload of volunteers, interns or a team of people. It would also be advantageous for any applicant to have had animal husbandry experience.
- Creativity - the ability to develop creative and engaging animal enrichment ideas and show a solution led approach to problem solving
- Communication and collaboration - a track record of collaborating with a broad range of stakeholders. Competent use of Spanish (spoken and written) is essential
- Adaptability - the ability to be flexible and adapt a change in priorities, driven by weather or stakeholder input.
- Organisation - someone who has the ability to contribute to a detailed content calendar that can support various needs.
- Planning – demonstrate an aptitude for long-term and short-term planning. Be able to clearly prioritise tasks and workload
- Motivation – keep a positive perspective on a situation and lead by example with ideas and energy. Be proactive in fulfilling the role requirements.

- Curiosity - you will be curious, passionate, creative and always striving to learn and improve.

The successful candidate will be expected to:

- Be approachable
- Have good time management
- Maintain confidentiality
- Demonstrate good interpersonal skills
- Display excellent listening skills
- Work independently
- Work closely and collaboratively with staff across the organisation

What we're offering:

The opportunity to join a small but established team that represents one of Latin America's principal organisations in the field of biodiversity conservation and wild animal rescue, rehabilitation and release. You'll have scope to build your CV, develop a broad range of skills and contribute to an exceptionally worthwhile cause.

- The opportunity to work for the premier wildlife rescue and rehabilitation centre in Costa Rica in an amazing location,
- Shared on-site accommodation in an amazing and unique location
- A meal plan covering breakfast, lunch and dinner
- 5-day, 40 hour working week
- Pick-up and drop-off to San Jose International Airport (or a location close to the airport)
- Support with any tourist visa process
- Training in all aspects of the role
- Scope to improve your Spanish
- Visits to our release sites in Puntarenas and on the Nicoya peninsula.

Travel to and from Costa Rica and any costs associated with obtaining a tourist visa will not be covered by Rescate Wildlife Rescue Centre.